

204 BOARD SECRETARY POSITION

In addition to and/or to complement the duties set out in the By-laws, the Secretary:

1. Ensures the effective provision of secretariat services to the Board of Directors, Board committees and the general Membership.
2. In their absence at a meeting, secures another Board member to record the minutes.
3. Ensures the safekeeping of the corporate seal, all documents, minutes and records of decision-making, correspondence, and contracts of the organization.
4. With the President, signs all By-Laws and Memberships.
5. Signs all Board-approved minutes of Board meetings.
6. Ensures timely and accurate reporting of all changes to corporate information and decisions which may be required by legislative, regulatory and tax-related authorities.
7. Ensures timely and effective systems for generating and responding to electronic or hardcopy correspondence necessary to the effective functioning of the organizations and its program and activities.
8. May serve as a Signing Officer for the organization.

Draft August 20, 2025

Approved at CCWN's Board of Directors Meeting	September 22, 2021

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